

GENERAL ASSEMBLY OF NORTH CAROLINA
GENERAL STATUTES COMMISSION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The General Assembly of North Carolina and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the General Assembly of North Carolina certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the General Assembly of North Carolina agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

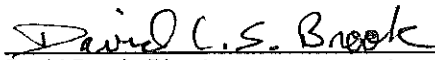
APPROVAL RECOMMENDED



Cathy Martin, Chief Records Officer
General Assembly of North Carolina



Floyd M. Lewis, Revisor of Statutes and
Secretary to General Statutes Commission
General Statutes Commission



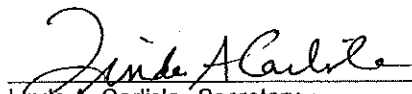
David Brook, Director
Division of Historical Resources

(JRL)

APPROVED



George R. Hall, Legislative Services Officer
General Assembly of North Carolina



Linda A. Carlisle, Secretary
Department of Cultural Resources

October 3, 2011

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ITEM 2364. INACTIVE DOCKETS FILE. Records concerning inactive or closed dockets brought before various legislative committees.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 25 additional years and then transferred to the custody of the Archives.

ITEM 2365. GENERAL STATUTES COMMISSION FILE. Records in paper and electronic formats, including e-mail, concerning the General Statutes Commission (drafting committees, membership of commission, etc.). File includes correspondence, biennial reports, docket lists, regulations, resolutions, histories, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 15 additional years and then transferred to the custody of the Archives.

ITEM 3692. GENERAL STATUTES COMMISSION MINUTES FILE. Approved minutes of the General Statutes Commission.

DISPOSITION INSTRUCTIONS: Transfer signed (original) Commission minutes to the State Records Center after 5 year(s) to be imaged and then returned to agency. Agency will be responsible for cost of microfilm production. After completion of imaging and production of the microfilm, the silver-halide original microfilm will be transferred to the custody of the Archives. Retain signed (original) Commission minutes in office permanently.

ITEM 14159. LEGISLATION FILE. Records concerning bills drafted for legislators. File includes correspondence and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14277. RATIFIED BILLS FILE. Records concerning bills ratified by each session of the General Assembly.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14278. HOUSE BILLS FILE. Records concerning bills written in the House of Representatives for each session of the General Assembly.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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ITEM 14279. SENATE BILLS FILE. Records concerning bills written in the Senate for each session of the General Assembly.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14280. WEEKLY STATUS REPORTS FILE. Weekly reports concerning legislative actions taken during the week.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14283. PRINTED BILLS INDEX FILE. Records concerning bills introduced during each session of the General Assembly including the General Statute number of each bill.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14284. SECTION CORRESPONDENCE FILE. Correspondence with the general public, the Office of the Attorney General, other state agencies, and relating to the Administrative Procedures Act.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 14285. ACTIVE DOCKETS FILE. Records in paper and electronic formats, including e-mail, concerning dockets brought before various legislative committees. File includes correspondence, memoranda, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to Inactive Dockets File (Item 2364) when docket becomes inactive.